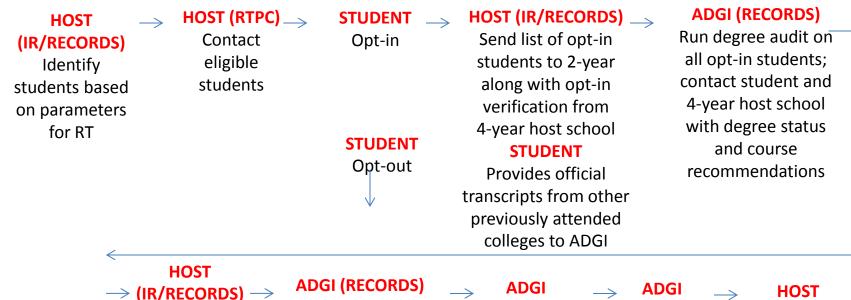
MISSOURI REVERSE TRANSFER INITIATIVE PROCESS STEPS (for both new transfers / currently enrolled students at Host 4-year school)



courses completed to the ADGI

Send list of

Contact student to notify him/her all courses are completed for award of declared degree

(RECORDS)

Request official transcript from 4-year on all degree completers; award diploma to student

ADGI (RECORDS)

Send final transcript to 4-year host

HOST (IR/RECORDS)

Remove all degree completers from MRTA active student group

Key to Abbreviations:

ADGI = Associate Degree Granting Institution

HOST = Baccalaureate Institution

IR = Institutional Research

MRTA = Missouri Reverse Transfer Agreement

RT = Reverse Transfer

RTPC = Reverse Transfer Program Coordinator